

## STATISTICAL RESEARCH SPECIALIST

### ORGANIZATIONAL DESCRIPTION

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) is charged with planning for and promoting an array of services from prevention and early intervention to resiliency and recovery. TDMHSAS operates four regional mental health institutes, contracts with mental health and substance abuse agencies to offer inpatient and community services. TDMHSAS is the designated opioid authority for the state and provides consultation to TennCare on behavioral health issues.

### EXPECTATIONS

TDMHSAS seeks an experienced individual to serve as a Statistical Research Specialist. The successful candidate will be a member of the TDMHSAS Research Team in the Division of Planning, Research and Forensics and will be responsible for:

- Conducting secondary research such as library research; reviewing existing data; and contacting other sources to obtain additional information.
- Consulting with program staff to design a study that addresses a known need or program including determining variables to be studied; developing data collection instruments and using statistically valid data collection methods.
- Extracting data from administrative databases; formatting data fields using software programs; entering or importing statistical data into a database; verifying data for completeness and accuracy; maintaining databases of historical data.
- Selecting and applying statistical techniques to test hypotheses; performing descriptive, predictive and inferential statistical analyses using computer software and statistical techniques.
- Writing policy briefs to document the results of a statistical study; creating charts, tables and other graphical illustrations to demonstrate research findings; writing reports at an appropriate level of audience understanding.

### REQUIREMENTS

Graduation from an accredited college or university with a master's degree in statistics, social or behavioral science, epidemiology or health administration, or public policy and experience equivalent to two years full-time professional work developing research methodology and/or directing statistical research. Experience in a health care organization is preferred. Applicant must have strong analytical and problem-solving skills; must be fluent in the use of SAS and/or SPSS and Microsoft Access and Excel software; must have excellent verbal, written, and interpersonal skills to effectively communicate with people at all levels within the agency and with other agencies; and must be able to work with a team in a fast-paced public policy environment.

Please submit resume and cover letter to [Lisa.Spencer@tn.gov](mailto:Lisa.Spencer@tn.gov)